Receipts

From _____ To _____

For

#	DATE	ITEM	AMOUNT

Notes	SUBTOTAL	
	TOTAL	

Notes

INSTRUCTIONS

1. Cut out sections marked by scissors.
2. Fold envelope along dashed lines.
3. Glue insides of fold-over tabs with dry glue stick (all except top) and adhere. Flatten and smooth.
4. Use the "+" marker as an indication of where to line up the centre hole. Using your regular planner punch, create holes as usual.
5. Practice.